1. Write a letter to me using correct business format to inform me the 3 following things.
   1. Your favorite music artist and the songs that they sing.
   2. Your meal that you would request should you be able to request any that you would want. No expenses spared.
   3. The place in the world that you would most want to visit and why.
2. Create an Excel worksheet that would show the following grades
   1. Jane – 93, 45, 62, 76, 83, 90; Bill – 83, 90, 89, 98, 89, 76; Susan – 75, 93, 88, 70, 80, 92, Ted – 56, 82, 80, 77, 81, 90
   2. Using a formula, find the Total points possible using the 100 pt scale for each assignment
   3. Using formulas, find the average for each student
   4. Create a graph for the students’ final averages.
3. Create a PowerPoint presentation of a minimum of 3 slides that includes the information provided in the business letter you completed in section one.
   1. Include:
      1. Title
      2. Clipart
      3. Autoshape
      4. Bulleted list
      5. Add an Animation to at least 3 different elements in your presentation.
      6. Add Transition to each of the slides in your presentation
4. Complete the Vocabulary/Objective Assessment